



EFFECTIVE: JANUARY 2009
CURRICULUM GUIDELINES

A. Division: **Education** Effective Date: **January 2009**

B. Department / **Commerce & Business Admin.** Revision New Course
 Program Area: **Financial Services Studies**

If Revision, Section(s) Revised: **H**

Date of Previous Revision: **September 2004**

Date of Current Revision: **August 2008**

C: **FINC 2310** **D:** **Bank Systems and Practices** **E:** **3**

Subject & Course No. Descriptive Title Semester Credits

F: Calendar Description:

This course will cover the organizational, managerial and technological systems used by the banks in the business of meeting clients' financial needs

<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Lectures and Seminars</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture: 2 Hours Seminar: 2 Hours Total: 4 Hours</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 4 Hours per Week = 60 Hours</p>	<p>H: Course Prerequisites:</p> <p>FINC 1220</p>
	<p>I: Course Corequisites:</p> <p>Nil</p>
	<p>J: Course for which this Course is a Prerequisite</p> <p>Nil</p>
	<p>K: Maximum Class Size:</p> <p>35</p>

L: PLEASE INDICATE:

Non-Credit

College Credit Non-Transfer

College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)

M: Course Objectives / Learning Outcomes

The objective of the course is to develop a mastery of the transactional systems directly associated with financial products and services and to understand how these systems interrelate with other components of the structural and managerial business process.

1. Module 1 - Generic Overview of the Organizational and Managerial Systems of Financial Institutions

The objective of this module is to teach the student how the various departments and units in the bank are interrelated and how they are linked through systems to support client service. In addition, the student will learn the role policies and procedures play in support of reliable service to the client.

2. Module 2 - The Operational systems of the Branch: The Micro Environment

The student must master the systems in place in order to satisfactorily complete the financial transactions that will meet the needs of the client, including proper referral when called for. The student will master the systems, policies and practices in place to serve the client during front office and self-banking interactions. In addition, he/she must be familiar with back office systems and their relationship to front office operations in order to answer all client enquiries.

N: Course Content:

This course will be divided into two modules:

1. Generic overview of organizational and managerial systems of financial institutions: the macro environment;
2. The operational systems of the branch: the micro environment.

1. Module 1 - Generic Overview of the Organizational and Managerial Systems of Financial Institutions - This module will cover the infrastructure of financial institutions, as well as policies and procedures commonly practiced.

The following generic concepts, applied to the bank setting, will be studied:

- 1.1 Organizational structure and lines of responsibility: centralization and decentralization;
- 1.2 Functions of units and departments: specialization;
- 1.3 Policies and procedures: control mechanisms and standardization.

2. Module 2 - The Operational Systems of the Branch: The Micro Environment

This module will cover generic systems; policies and procedures related to the most commonly used products and services.

The module is structured as follows:

- 2.1 Front office: systems and procedures;
- 2.2 Back office;
 - 2.2.1 Administrative centre;
 - 2.2.2 Data centre.

O:	Methods of Instruction Lecture and seminar discussion. Visits to bank processing centres will also be conducted.										
P:	Textbooks and Materials to be Purchased by Students Walker, Gina. <u>Bank Systems and Practices</u> . Montreal: The Institute of Canadian Bankers, 1993.										
Q:	Means of Assessment <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Term examinations (2)</td> <td style="text-align: right;">40%</td> </tr> <tr> <td style="padding-left: 20px;">Final examination</td> <td style="text-align: right;">30%</td> </tr> <tr> <td style="padding-left: 20px;">(2) projects OR</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">(5) assignments</td> <td style="text-align: right;"><u>30%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Term examinations (2)	40%	Final examination	30%	(2) projects OR		(5) assignments	<u>30%</u>		<u>100%</u>
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Final examination	30%										
(2) projects OR											
(5) assignments	<u>30%</u>										
	<u>100%</u>										
R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR										

Course Designer(s): **Elisabeth Carter**

Education Council / Curriculum Committee Representative

Dean / Director: **Robert Buller**

Registrar: **Trish Angus**

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